

# **INSTALLATION STATUS REPORT (ISR)**

## **COMMISSARY**

**PROPOSERS: DEPUTY CHIEF OF STAFF, G-4, DALO-RMP (703) 614-5492/DSN 224-5492**

**REVISION DATE: 30 SEPTEMBER 2002**  
***FOR USE WITH THE 2003 ISR DATA COLLECTION***

**INCLUDES THE FOLLOWING FCG(s):**

- **F74021 - COMMISSARIES (SF)\***

## **STANDARDS BOOKLET**

**BOOKLET 40**

\* FCG Unit of Measure. Refer to *Implementing Instructions*, Appendix G, for definition.

# ISR FACILITY INSPECTION INSTRUCTIONS

1. Select the appropriate inspection worksheet and rating standards booklet to evaluate your facility (the appropriate booklet number is identified in the upper right corner of the worksheet). Only use worksheets that have been produced by the current ISR1 software, i.e., barcodes and correct installation and facility information are printed at the top of the page. In particular, verify that the building number on the worksheet matches that of the facility you are inspecting, and the Facility Category Group (FCG) description on the worksheet matches the space you will be rating in the facility (some facilities consist of space from several FCGs, each of which will require a separate worksheet and associated rating booklet).
2. At the top of the inspection worksheet, enter Inspector name and phone number, and the date completed.
3. Rate each component on the inspection worksheet by selecting the color rating that BEST FITS the component being evaluated. First look at the picture in the standards booklet, then at the rating elements under each color to determine which color best describes the overall condition of the component being rated. Then place an "X" in the appropriate box on the inspection worksheet. If an inspection component is not in the facility and it is not needed, place an "X" in the "N/A" box for that component. If an inspection component is not in the facility and it is needed, rate that component as RED.
4. RED ratings require comment. For every component that is rated RED, write a brief explanation in the space provided on the inspection worksheet. For each RED rating, consider submitting a work order to correct the deficiency.
5. Sum the number of "X"s in each column and record each total on the line designated at the bottom of the column.
6. Identify the Overall Quality Rating. The Overall Quality Rating is the color that received the most ratings among the inspected components. This was calculated in Step 5 above. If there is a tie for the most color ratings, then the lower color rating prevails and is the Overall Quality Rating for the facility. Circle the appropriate Overall Color Rating choice in the upper right hand corner of the worksheet.
7. Optional: write a brief comment concerning any facility location issues, such as location of the facility on the installation, proximity to related facilities, and appropriate vehicle access. Continue on the reverse of the inspection worksheet if needed.
8. Optional: write a brief comment concerning any environmental, health, safety, and historic preservation issues. Continue on the reverse of the inspection worksheet if needed.
9. Have the unit commander or activity director review and sign the inspection worksheet, and add any desired comment.

**COMMUNITY FACILITY WORKSHEET**  
(Use with Booklet #40)  
**COMMISSARY**

Overall Quality Rating  
(Circle One):

Green      Amber      Red

Facility Number:                      Installation                      Inspector:                      Date Completed:  
Facility User UIC:                      Number:                      \_\_\_\_\_  
Facility Category Group:                      Phone #:                      \_\_\_\_\_  
Unit of Measure:                      \_\_\_\_\_

**FACILITY CONDITION ASSESSMENT**

Condition of Each Component  
Place an "X" in the box that applies to each component.

Inspection Component	GREEN	AMBER	RED	N/A
Common Building Areas				
1. Site & Grounds	[ ]	[ ]	[ ]	[ ]
2. Parking	[ ]	[ ]	[ ]	[ ]
3. Building Exterior	[ ]	[ ]	[ ]	[ ]
4. Warehouse/Loading Dock	[ ]	[ ]	[ ]	[ ]
5. Lobby	[ ]	[ ]	[ ]	[ ]
6. Administrative Areas	[ ]	[ ]	[ ]	[ ]
7. Stairs	[ ]	[ ]	[ ]	[ ]
8. Corridors	[ ]	[ ]	[ ]	[ ]
9. Toilets/Locker Room	[ ]	[ ]	[ ]	[ ]
10. Utilities	[ ]	[ ]	[ ]	[ ]
Facility Specific Areas				
11. Warehouse/Stock Area	[ ]	[ ]	[ ]	[ ]
12. Sales Area	[ ]	[ ]	[ ]	[ ]
Overall Quality Rating:	[ ]	[ ]	[ ]	

Mark the color with the greatest number of "X"s. If two or more colors have equal number of "X"s, choose the worst color rating.

Red Rating Explanation: \_\_\_\_\_

Location Comment: \_\_\_\_\_

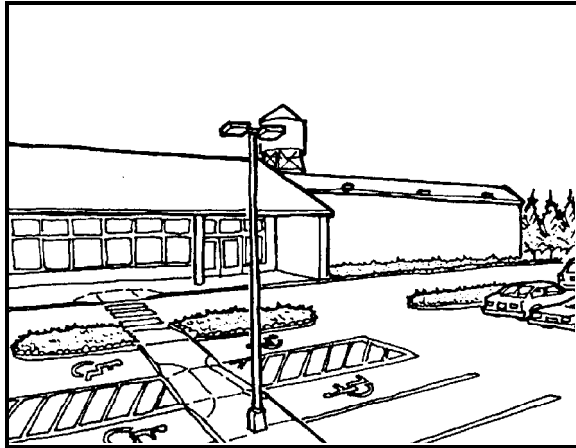
Environmental, Health, Safety, & Preservation (EHSP) Comment: \_\_\_\_\_

COMMANDER/DIRECTOR SIGNATURE \_\_\_\_\_

# COMMISSARY STANDARDS BOOKLET

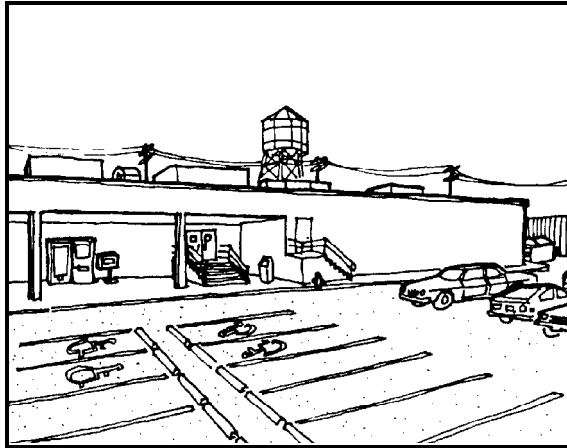
## SITE & GROUNDS

### GREEN



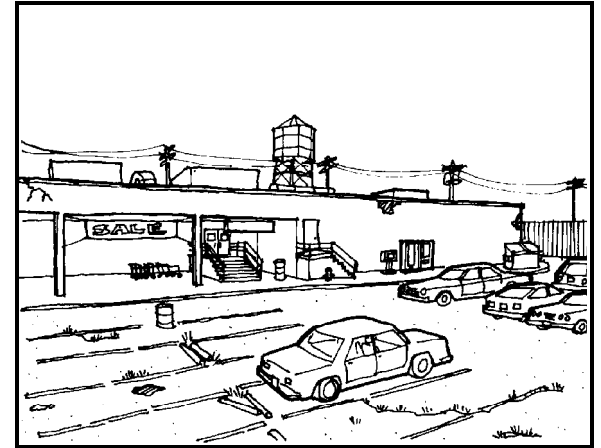
- Landscape fully developed, appropriate to the area, & easy to maintain
- Curb, gutter, & paved sidewalk installed with paved sidewalk from parking to facility
- Utility services and equipment adequate for current demand
- Site handicapped accessible
- Site lighting is adequate and energy efficient
- Surrounded by compatible activities or transition through use of landscaping and site development

### AMBER



- Minimal landscaping
- Sidewalks installed, gravel walkways from parking to facility
- Utility service lines and equipment damaged
- Some handicap provisions
- Site lighting provided in some areas
- Incompatible with surrounding activities, minor impact

### RED

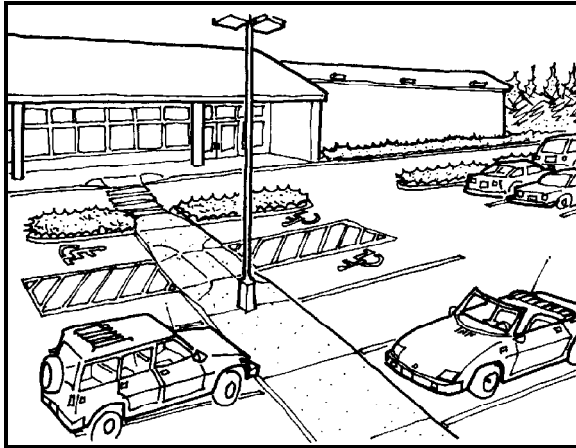


- Poorly developed or no landscaping with poor drainage
- Sidewalks in disrepair or not installed, no walkways from parking to facility
- Utility service lines and equipment severely damaged or inadequate
- No provision for the handicapped
- Damaged, inadequate, or no lighting
- Impacted by surrounding incompatible activities

# COMMISSARY STANDARDS BOOKLET

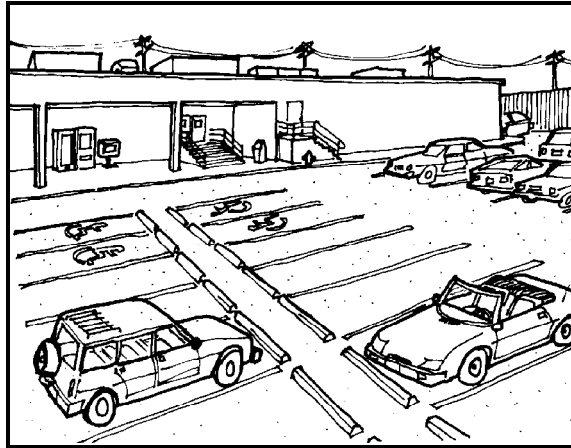
## PARKING

**GREEN**



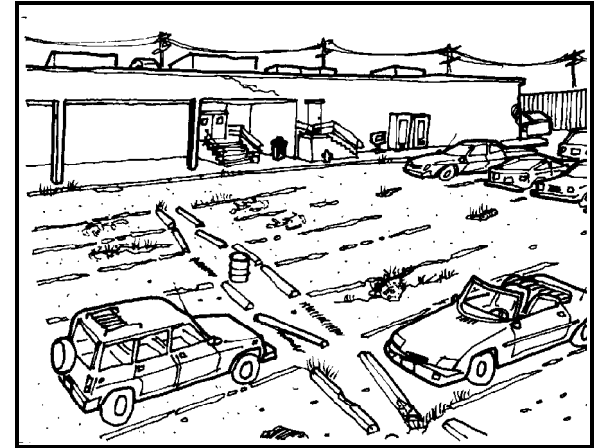
- Smooth, level pavement without large holes or cracks
- Parking spaces adequately sized and marked
- Drainage adequate
- Parking close to facility
- Handicapped parking provided
- High efficiency site lighting is adequate
- Sufficient parking for all employees and customers
- Site fully developed with landscaping and site features

**AMBER**



- Uneven pavement with large holes or cracks
- Parking spaces markings worn
- Some drainage problems
- Parking within the vicinity of the facility
- Limited handicapped parking
- Site lighting provided in some areas
- Sufficient parking for most employees and customers
- Site includes some design features

**RED**

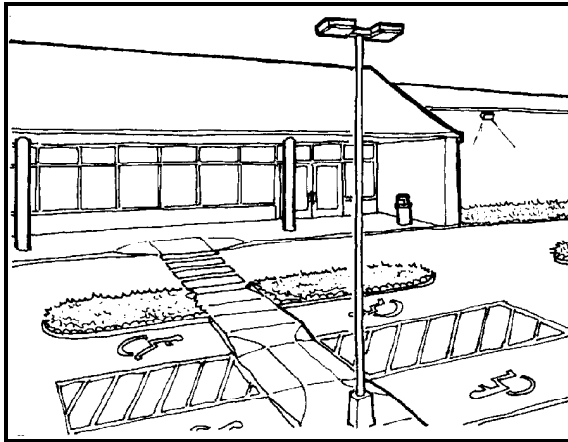


- Unpaved
- Parking spaces not marked
- Drainage problems
- No parking within the vicinity of the facility
- No handicapped parking
- No site lighting
- Insufficient parking for employees and customers
- Open lot without distinguishing features

# COMMISSARY STANDARDS BOOKLET

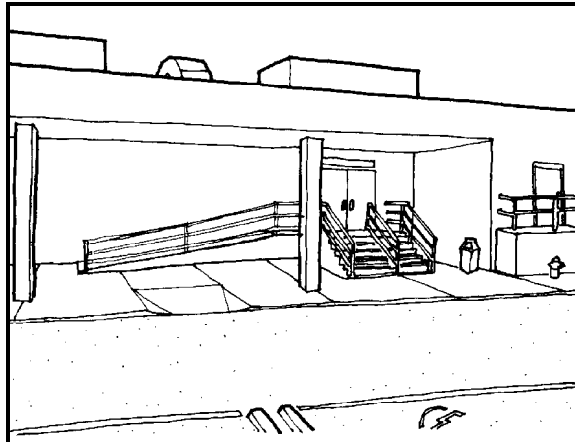
## BUILDING EXTERIOR

**GREEN**



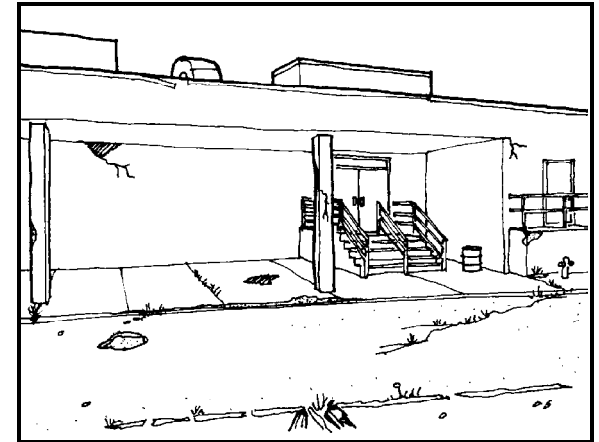
- Walls, windows and doors in sound condition
- Exterior components, colors and materials compliment architectural design
- Roof in good repair and fits architectural theme
- Gutters and down spouts in good repair
- Entry emphasized by design, in good condition
- Full handicapped accessible
- Exterior signage is adequate
- Good foundation

**AMBER**



- Windows, doors & structure in good repair
- Exterior walls damaged
- Roof damaged
- Gutters and down spouts damaged
- Entry in good repair
- Handicapped access in place
- Exterior signage exists, not clearly visible
- Foundation eroding

**RED**

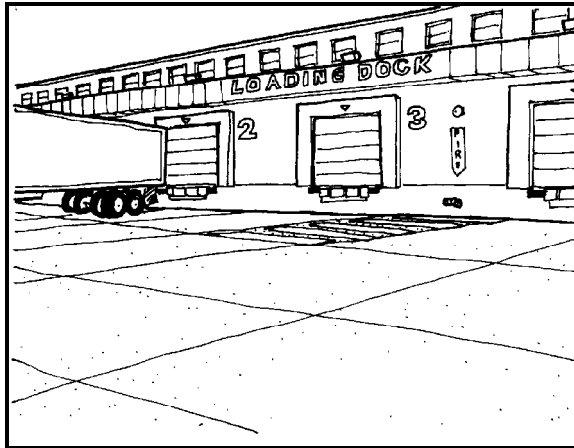


- Windows, doors, & siding broken or missing
- Exterior walls have cracks and need painting
- Roof leaks
- Gutter and down spouts missing or broke
- Entry in disrepair, causes safety hazard
- Building inaccessible to handicapped
- Required exterior signage not in place
- Foundation sinking

# COMMISSARY STANDARDS BOOKLET

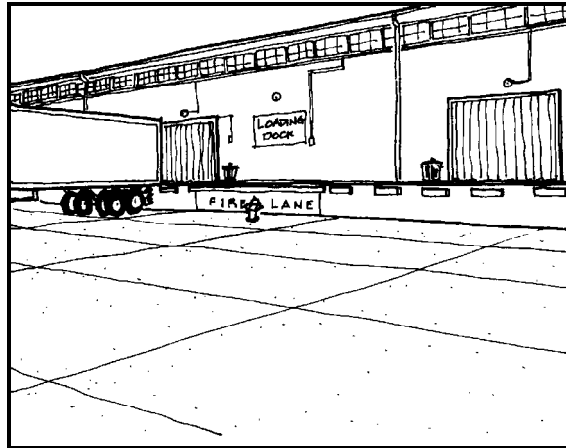
## WAREHOUSE/LOADING DOCK

**GREEN**



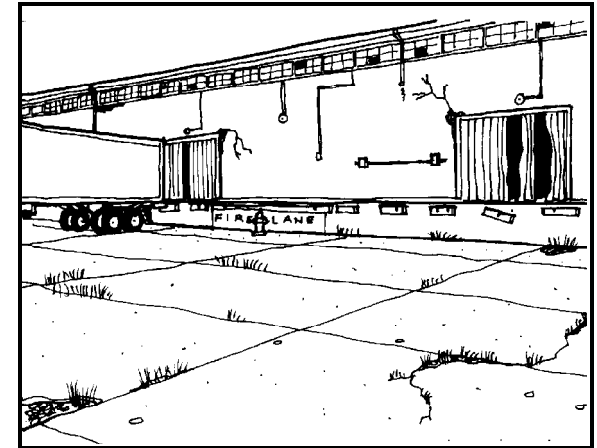
- Dock seals, levelers and signal lights in good condition
- Docks have overhead covering
- Lighting is energy efficient and adequate
- Trucks have easy access and egress to docks
- Adequate number of docks to perform mission
- Surface is level with no major safety deficiencies
- Loading area/pad is level and in good condition
- Accommodates loading/unloading by material handling equipment (MHE)

**AMBER**



- Dock seals, levelers and signal lights slightly damaged
- No overhead covering
- Lighting is inadequate and/or damaged
- Access and egress is constricted by obstacles
- Adequate number of docks to perform mission
- Dock surface damaged
- Loading area/pad surface has some cracks; ruts developing
- Minimal acceptable accommodations for loading/unloading by (MHE)

**RED**

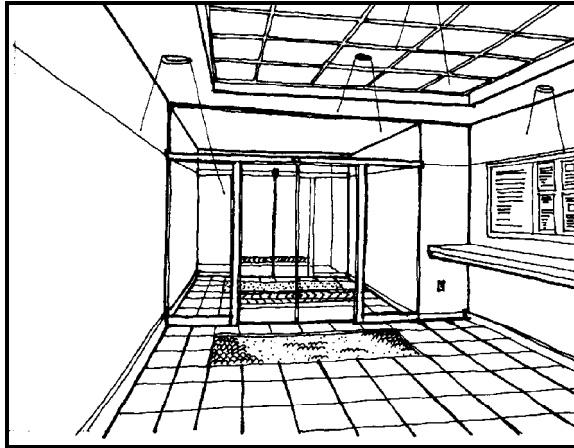


- Dock seals, levelers and signal lights not installed
- No lighting
- Safety hazards exist at access and egress points
- Insufficient number of docks
- Docks severely damaged
- Loading area/pad surface has large cracks; ruts well developed; potholed
- Insufficient space to accommodate loading/unloading by (MHE)

# COMMISSARY STANDARDS BOOKLET

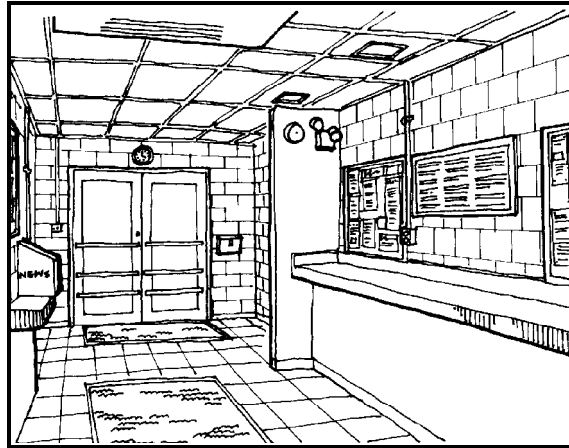
## LOBBY

**GREEN**



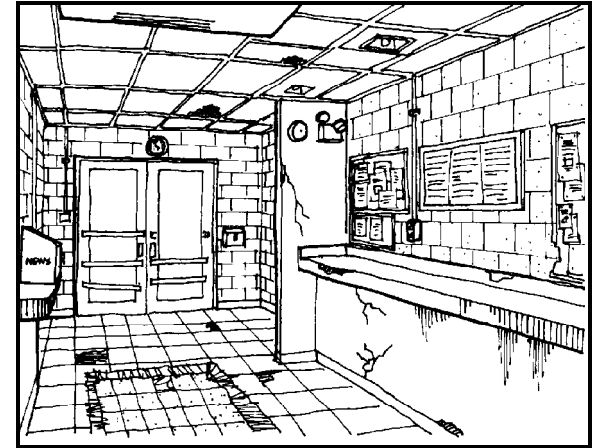
- Durable wall covering with ample, properly placed electrical fixtures
- Quality ceiling, with integrated lighting system and emergency lights in good condition
- Coherent, complete design of colors, material and finishes
- Signage in good condition
- Vestibule permits controlled access and buffer with outside air
- Fully functional automatic doors

**AMBER**



- Walls and electrical fixtures & outlets damaged
- Ceiling and lighting damaged
- Attractive arrangement of room colors
- Signage inadequate
- Entrance/exit controlled with temporary devices
- Doors damaged

**RED**



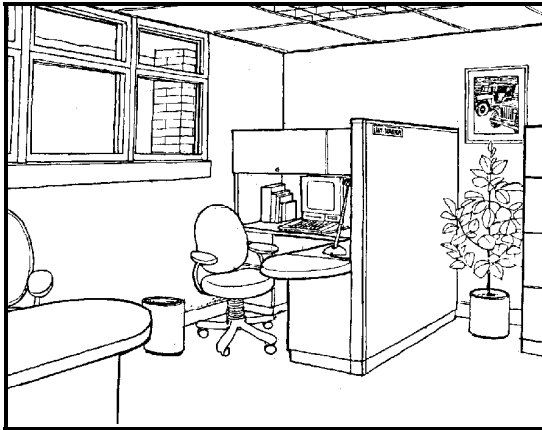
- Wall covering and electrical service severely damaged or insufficient
- Ceiling severely damaged; lighting inadequate, damaged
- Disjointed combination room colors
- Required signage not in place
- Entrance/exits require controlled access devices but not installed
- Doors severely damaged



# COMMISSARY STANDARDS BOOKLET

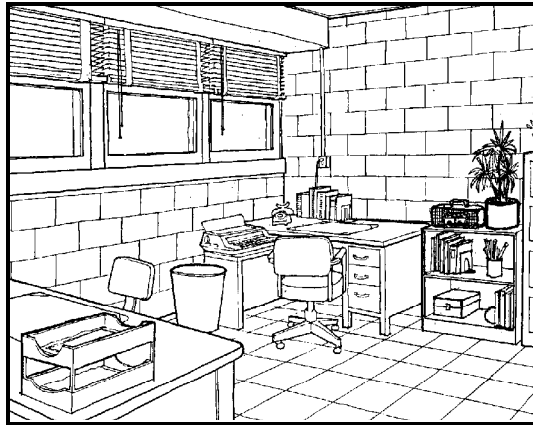
## ADMINISTRATIVE AREAS

### GREEN



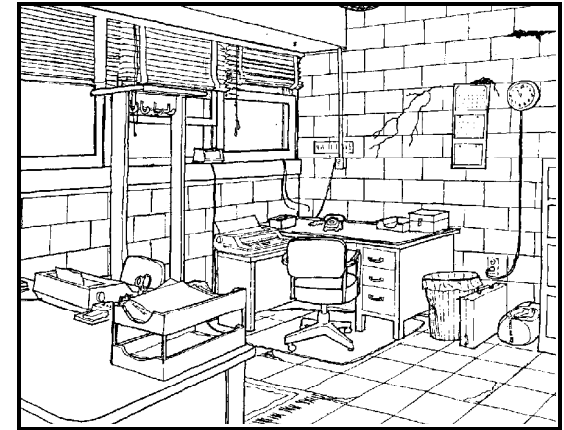
- Good floor and walls with adequate electrical service
- Complete, coherent interior design of coordinated colors, materials and finishes
- Ceiling in good repair with adequate lighting
- Satisfactory layout of space
- Sufficient associated storage
- HVAC system maintains normal comfort cooling and heating
- Employee break room available
- Fire alarm and fire extinguishing systems adequate
- Drinking water available
- Grounded outlets available at all work stations

### AMBER



- Floor damaged and worn
- Attractive arrangement of colors and materials
- Ceiling damaged; installed lighting inadequate
- Layout constricted due to temporary walls
- Insufficient storage space
- Heating, ventilation and air conditioning (HVAC) damaged
- Limited space in employee break rooms
- Fire alarm and fire extinguishing systems damaged or inadequate
- Insufficient number of electrical outlets

### RED

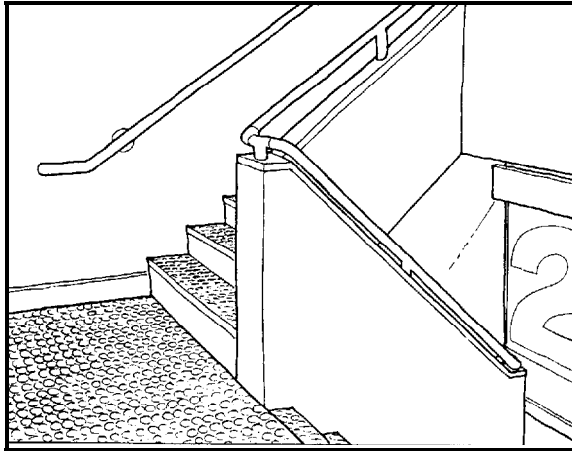


- Damaged floor and walls, exposed electrical conduit and cords
- Disjointed combination of room colors, materials
- Ceiling damaged, section missing, no installed lighting
- Poor, inefficient layout of building space due to building design
- No storage space
- HVAC severely damaged
- No space for employee break rooms
- Lacks required fire alarm and fire extinguishing systems
- No drinking water
- Electrical service not adequate

# COMMISSARY STANDARDS BOOKLET

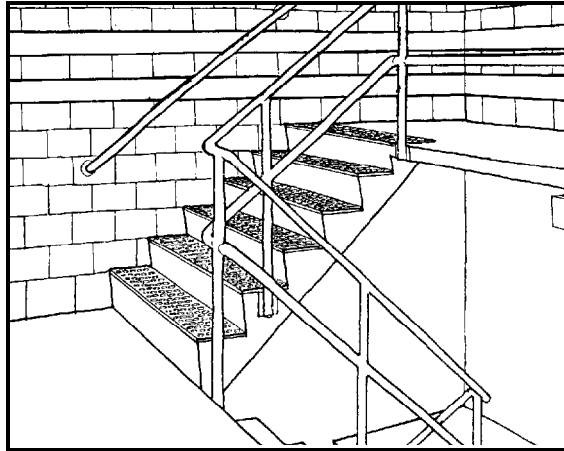
## STAIRS

**GREEN**



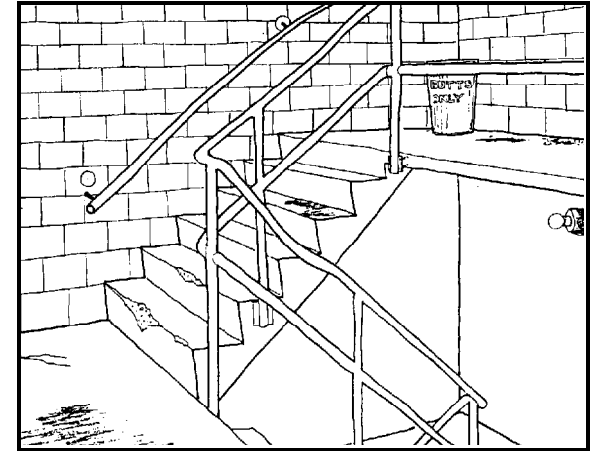
- Quality floor covering of landings and stairs with non skid features
- Ceiling and walls in good repair
- Signage adequate, floor levels and exits marked IAW National Fire Protection (NFPA) Life Safety Code 101
- Lighting in good condition
- Stairwells IAW NFPA Life Safety Code 101
- Exits clearly marked

**AMBER**



- Landing and stairs have minor defects, inadequate skid protection
- Minor damage/repair to walls and handrail(s)
- Signs to indicate floor number not in place
- Lighting damaged or inadequate
- Stairwells IAW NFPA Life Safety Code 101 with minor deficiencies
- Exits not clearly marked

**RED**

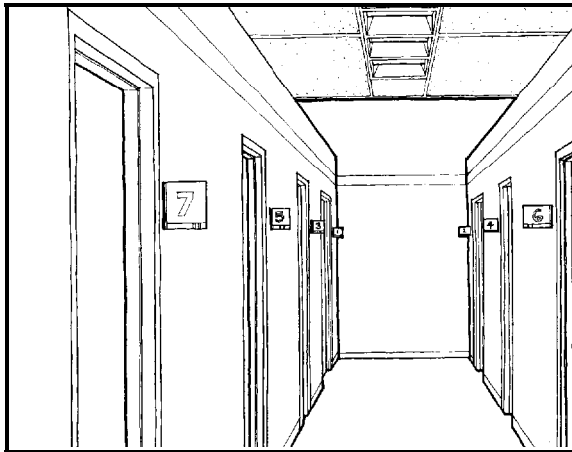


- Landing and stairs damaged or unfinished
- Damaged walls and handrail, exposed conduit along walls causing safety hazard
- Required signage not in place
- No lighting
- Stairwells not fireproof, do not conform with NFPA Life Safety Code 101
- Exits not marked

# COMMISSARY STANDARDS BOOKLET

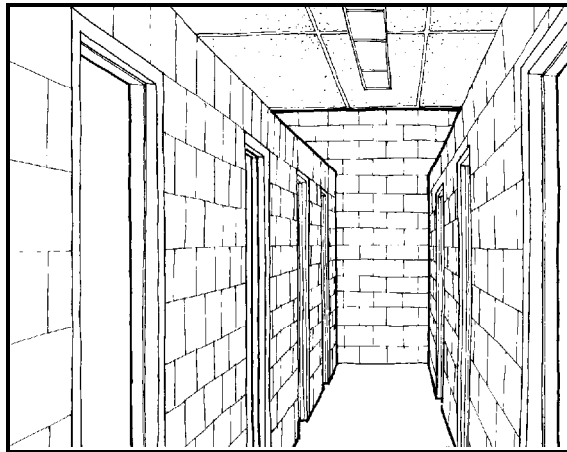
## CORRIDORS

**GREEN**



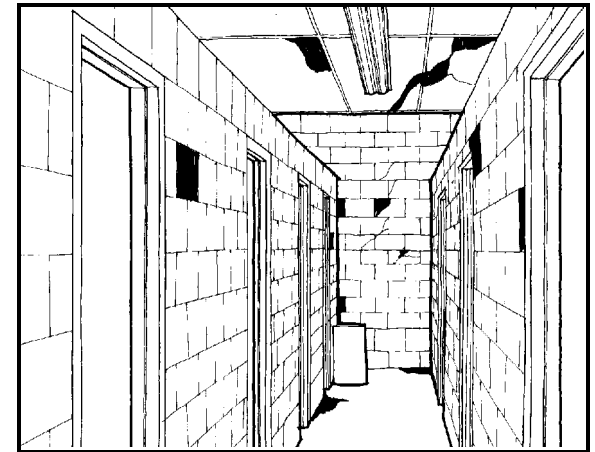
- Integrated ceiling with lighting system
- Coordinated design of colors, materials, fixtures and finishes
- Corridors clear of obstructions, all doors open in towards rooms
- Walls, floor and electrical service in good condition
- Ceiling in good repair with sufficient lighting
- Exits marked IAW NFPA Life safety Code 101

**AMBER**



- Ceilings, walls and/or floor damaged
- Mismatched assortment of colors and materials
- Corridors used as temporary storage area
- Electrical service damaged
- Installed lighting inadequate
- Exits not clearly marked

**RED**

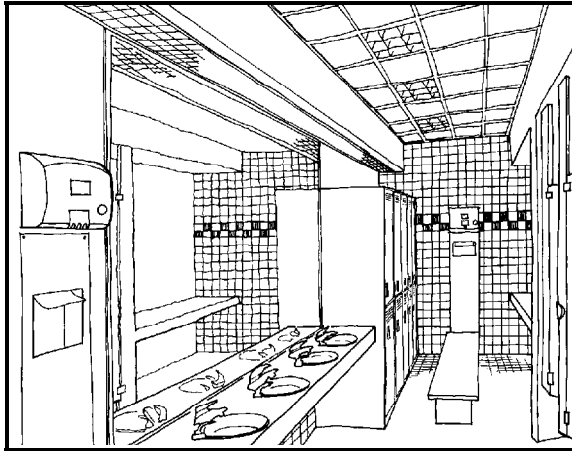


- Damaged ceiling with poor or inadequate lighting
- Corridor obstructed by public telephone, fire extinguisher, etc.; doors open outwards into hall
- Electrical services inadequate
- Ceiling and/or walls severely damaged; no installed lighting
- Exits not marked

# COMMISSARY STANDARDS BOOKLET

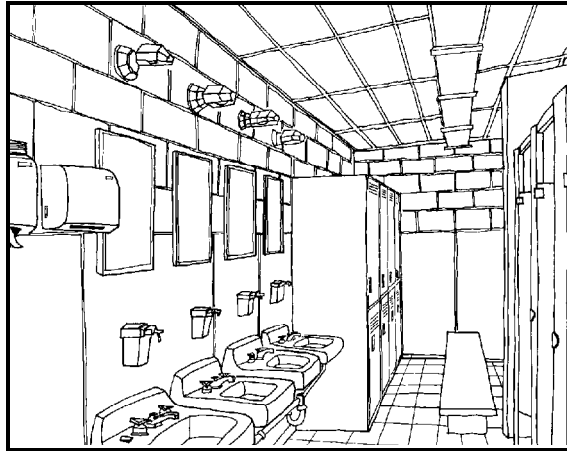
## TOILETS/LOCKER ROOM

**GREEN**



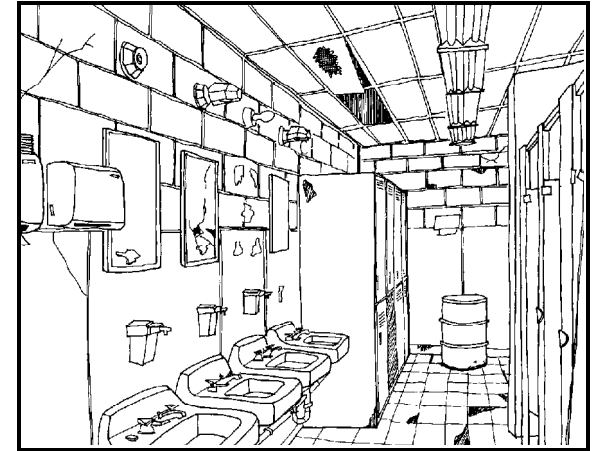
- Walls of quality, durable sanitary material, safety electrical outlets in good condition
- Sound use of color & materials, fixtures and finishes of durable maintainable materials fixtures in good condition
- Ceiling in good repair with adequate lighting and ventilation
- Full handicapped accessibility
- Adequate facilities for population served
- Adequate hot water and water pressure
- Built-in ventilation fan and safety outlets
- Separate locker rooms for male and female employees
- Water saving devices installed where required

**AMBER**



- Ceiling and walls damaged
- Mismatched color and materials with all fixtures and finishes in good shape
- Ceiling and walls damaged
- Some provisions made for handicapped accessibility
- Insufficient facilities for population served
- Insufficient hot water and water pressure
- Lighting and ventilation damaged
- Limited employee locker room space
- Insufficient number of water saving devices installed

**RED**



- Floors and walls damaged, exposed electrical conduit, piping, etc.
- Fixtures and components missing or damaged
- Ceiling in disrepair
- No handicapped accessibility
- No facilities available
- No hot water or water pressure
- Poor or insufficient lighting and ventilation
- No employee locker room space
- No water saving devices installed

# COMMISSARY STANDARDS BOOKLET

## UTILITIES

### GREEN

- Modern and sufficient electrical fixtures and system in good operation
- Water system with sufficient pressure and flow at all times
- Adequate hot water
- Drainage system operates without leaks or blockages
- Sufficient and operable telephone system
- Heating, ventilation and air conditioning (HVAC) system maintains normal comfort cooling and heating

### AMBER

- Adequate electrical fixtures with few system failures
- Water system adequate with minor pressure and flow problems
- Insufficient hot water
- Drainage system has minor problems
- Adequate telephone system support
- HVAC has some areas outside normal comfort cooling and heating

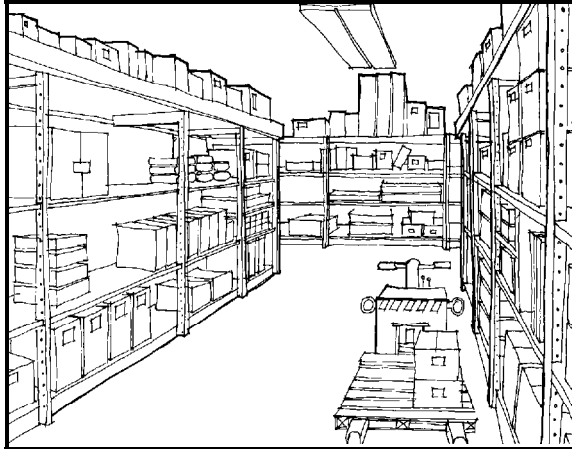
### RED

- Inadequate electrical system with frequent failures
- Water system with leaks and pressure and flow problems
- No hot water
- Drainage system has frequent leaks and blockages
- Inadequate telephone system subject to failures
- HVAC does not maintain normal comfort cooling and heating

# COMMISSARY STANDARDS BOOKLET

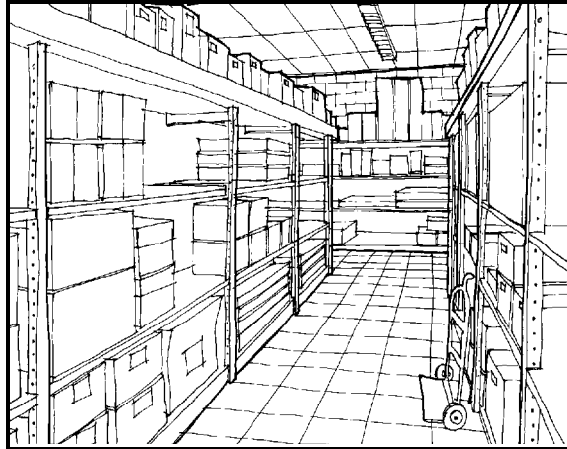
## WAREHOUSE/STOCK AREA

### GREEN



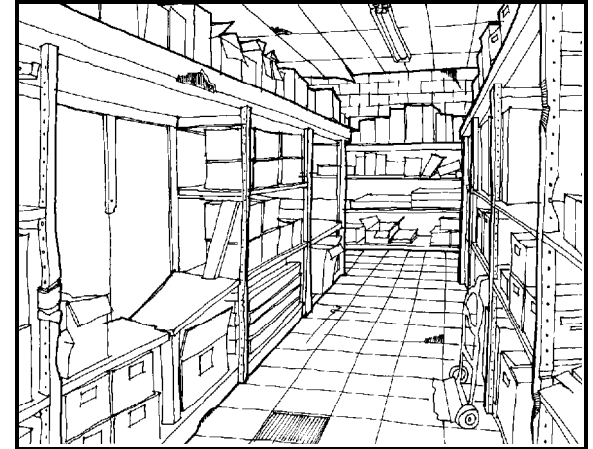
- Hardened concrete floors with smooth surfaces
- Bollards and corner protection throughout
- Temporary holding area designated for storage items
- Installed building equipment (freezers, refrigerators, etc.) adequate and functional
- Lighting is adequate and energy efficient
- Warehouse has adequate floor space
- Sufficient stock receiving area located near docks
- Energy efficient HVAC system maintains normal comfort cooling and heating
- Standard loading dock, ramped and platformed

### AMBER



- Paved floor damaged
- Bollards and corner protection only on main doors or damaged
- Temporary holding area designated for storage items has insufficient space
- Installed building equipment damaged or inadequate
- Lighting damaged
- Warehouse has limited floor space/no repair of floor space
- Stock receiving area not located near docks
- HVAC damaged
- Standard loading dock, not ramped and platformed

### RED

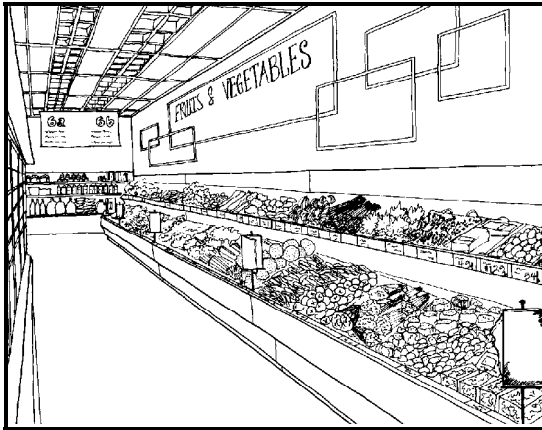


- Wooden or no floors
- No bollard or corner protection
- No temporary storage areas (bins, shelves, etc)
- Installed building equipment severely damaged or inadequate
- Required lighting not installed
- Warehouse floor space has damages and major repairs
- Stock receiving area not located near docks; insufficient space
- HVAC severely damaged or inadequate
- Standard loading dock, ramped and platformed but need major repairs/severely damaged

# COMMISSARY STANDARDS BOOKLET

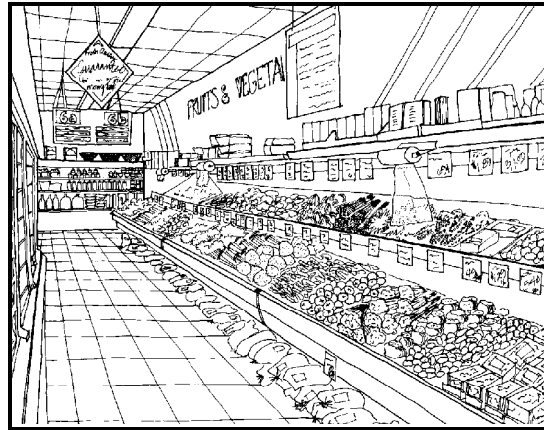
## SALES AREA

### GREEN



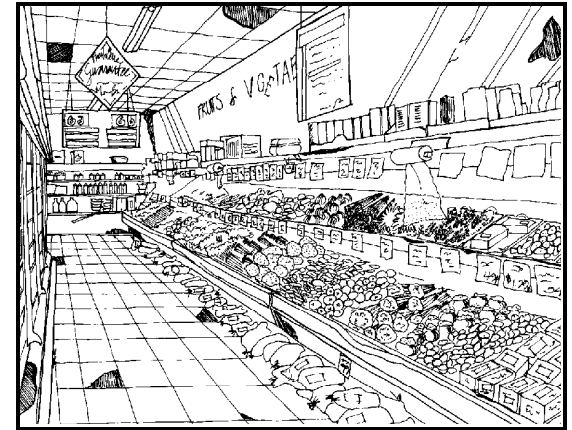
- Modern, flexible facility design with quality materials in good repair
- Sprinkler, fire alarm and integrated emergency lighting installed
- Customer shopping areas fully illuminated with adequate, energy efficient lighting
- Walls, ceiling and floor in good condition
- Commissary environmentally controlled with adequate energy and a efficient HVAC
- Space for customer queuing area to checkout is efficient and adequate
- Sales area has adequate floor space,

### AMBER



- Interior columns and walls limit facility use
- Sprinkler system and fire alarm insufficient damaged; Individual wall mounted emergency lights damaged
- Lighting damaged
- Walls, ceiling and floors in good condition
- Damaged or inadequate environmental control system
- Customer queuing area to checkout is not efficient, insufficient space

### RED



- Multiple interior walls with several separate sales areas
- No sprinkler system, fire alarm or emergency lighting installed
- Lighting severely damaged or inadequate
- Walls, ceiling and floor cracked, worn or damaged
- Failed or absent environmental control system
- No separate customer queuing areas, aisles blocked, causes safety hazard
- Sales area has insufficient space